

STATE

OF

CALIFORNIA

ARCHIVIST I  
OPEN, SPOT - SACRAMENTO



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL OPEN, SPOT – SACRAMENTO  
FOR SECRETARY OF STATE

HOW TO APPLY:

Applications are available and may be filed in person or by mail with:

Secretary of State  
Attn: Michael Green  
1500 - 11<sup>th</sup> Street, Suite 475  
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE  
PERSONNEL BOARD.

FINAL FILING DATE: October 31, 2008

Applications (STD 678) must be **POSTMARKED** no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**Note:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

PERFORMANCE EXAM AND QUALIFICATIONS  
APPRAISAL INTERVIEW:

It is anticipated that the performance exam and the interviews will be held during the weeks of December 1 – 12, 2008.

**SALARY:** \$3,864 - \$4,696

ELIGIBLE LIST INFORMATION:

A departmental eligible list will be established for the Secretary of State. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE  
EXAMINATION:

**NOTE:** All applicants must meet the education and experience requirements for this examination by the final filing date. It is your responsibility to make sure you meet the education and experience requirements stated below. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

Experience: Two years of professional experience in archival work or historical research or in the manuscript department of a research library.

and

Education: Equivalent to graduation from college. (Possession of the equivalent of a master's degree with specialization in history may be substituted for the required experience.)

THE POSITION:

Under general direction and Archival program guidelines, the Archivist I is responsible for: preparing inventories, guides, indexes, and other research tools for access to archives collections; documenting the acquisition of historical materials to achieve legal and physical control; reviewing records retention schedules to identify items of historical value; contacting agency and legislative offices to facilitate the transfer of historical records; facilitating the use of archival records by researchers utilizing inventories, guides, indexes, and other research tools; conducting research using a variety of resources; conducting historical research in response to researchers' requests using a variety of resources including archival records; and using archival principles, analyzing records to determine their historical value; using archival preservation standards,

EXAMINATION INFORMATION:

This examination will consist of a performance exam weighted 40% and an oral interview weighted 60%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the exam.

PERFORMANCE EXAM – 40%

SCOPE:

- A. Broad knowledge of:
  - 1. California history and California State and local government organization and functions to effectively meet archival program needs.
  - 2. Current historical research methodologies to conduct research to meet archival program needs.
- B. Skill to:
  - 1. Effectively prepare and maintain guides, inventories, and indexes to archival collections.
- C. Ability to:
  - 1. Analyze the contents of documents to determine historical value and physical condition.
  - 2. Effectively communicate in writing information about archival principles, policies, and records.

QUALIFICATION APPRAISAL INTERVIEW – 60%  
SCOPE:

- A. Broad knowledge of:
  - 1. Information resources to assist users in their research.
  - 2. Methods of preserving archival records and other materials.
- B. Skill to:
  - 1. Verbally obtain and/or provide clear information to a group or an individual.
- C. Ability to:
  - 1. Analyze complex research inquiries to identify and meet information needs.
  - 2. Effectively adapt to changing priorities and duties.
  - 3. Effectively communicate orally information about archival principles, policies and records.
  - 4. Effectively interact with others in a courteous, professional manner.
  - 5. Effectively work and use resources with a high degree of independence.
  - 6. Effectively read and clearly understand written information about archival principle, policies and records.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ARCHIVIST I  
BU30 - 2805

FINAL FILING DATE: 10/31/2008  
EXAM CODE: 8SS07

**Veterans' preference points and career credits are not granted in this examination.**

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**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Secretary of State's Personnel Office or the Department of Parks and Recreation's Personnel Office three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Secretary of State's Personnel Office or the Department of Parks and Recreation's Personnel Office three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department and the departments noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Secretary of State and the Department of Parks and Recreation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. Veterans preference points are not granted in promotional examinations.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.**

**California Relay (Telephone) Service for the Deaf or Hearing-impaired:**

**From TDD phones: 1-800-735-2929**  
**From voice: 1-800-735-2922**